

Meeting Minutes: Internal Control Roundtable

Date: May 31, 2018
Minutes prepared by: Joshua Botnen, Internal Control Specialist
Location: Veteran's Service Building, Fifth floor conference room

Attendance

Angelina Barnes, Jake Rossow, Steven Nyame, and Josh Botnen (ICA), Paul Mathe and Brenda DaBruzzi (DPS), Laurie Studer, Jennifer Xiong, Chris Berrens, and Amie Wunderlich (MnDOT), Nick Mokaya (PCA), Amy Jorgenson and Sandy Ludwig (MDH), Robert Helgeson (OHE), Molly Nystel (WCCA), David Forbes, Hilary Friend, Titima To, Ken Vandermeer, and Shireen Gandhi (DHS), Mike Thone (MHFA), Eric Athman (DMA), Mike Turner (DOR), Marianne Bouska (IRRR), Dave Salchow (Admin), Paul Doyle (OMHDD), Mike Hopwood (MN Academies), Barry Fick (MnHEFA), Mario Chavez (BWSR), Vicky Baukil (DOC), Paul Mandell (CAAPB), Iryna Shafir (SBI) and Sheldon Klugman (COMM).

Action Items

- All executive branch agencies – complete Annual Internal Control System certification, including Control Environment Self-Assessment Tool (CESAT) and submit to MMB ICA Unit by July 31, 2018.
- Risk assessment agencies – complete Phase I: Agency Risk Assessment Implementation, Steps 1 – 6 of the Agency Risk Assessment procedure and submit the Agency Risk Assessment Worksheet to MMB ICA Unit by July 31, 2018.

Agenda

- Welcome and Introductions – Jacob Rossow, Internal Control Specialist welcomed the group, reviewed the meeting agenda, and introduced keynote speaker, Angelina Barnes.
- “Becoming a Risk Assessment Champion,” presented by Angelina M. Barnes, Enterprise Director of Internal Control and Accountability. Angelina explored the use of “teaming” as an effective strategy to achieve success in internal control and the risk assessment implementation. She identified the importance of teams and the roles of those teams. Angelina identified and

discussed key challenges in the risk assessment implementation including professional culture clash, the use of industry specific jargon, or inconsistent language, and the dual role Roundtable members play to promote risk assessment and the statewide vision and remain responsive to their specific agency. Angelina explored the critical role Roundtable members play as “Risk Assessment Champions,” or internal experts within their agency. Attendees discussed the value of the updated risk assessment procedure, both statewide and agency specific value. As a group, attendees shared ideas to increase agency prioritization and commitment to the risk assessment implementation and effective internal controls to strengthen the statewide system.

The Group Discussion handout is included with the minutes and is a summary of the group input and discussion points.

- Open Forum was used as an extension of the main agenda discussion.
 - Jacob Rossow provided the status of the Internal Control and Accountability Unit outreach meetings and encouraged all agencies to get a meeting scheduled.
 - Dave Salchow inquired if anyone attended the OLA presentation on the changing priorities caused by the departure of the OLA IT auditor, no one present attended.

Next Meeting

Date: Thursday, September 6, 2018

Time: 9:00 a.m. to 11:00 a.m.

Location: TBD

Agenda items:

- TBD – an Outlook meeting invitation update will be sent once the agenda is finalized.
- Open Forum